

Legislative Committee - Terms of Reference

Status:	Approved by The Board of Trustees	Version:	V1
Audience:	ADCH trustees, staff, volunteers, and members		
Owner:	Legislative Committee	Retention:	Indefinitely
Date Approved:	25/03/2025	Next Revision Date:	March 2027

Purpose	<p>The Committee is responsible for:</p> <ol style="list-style-type: none"> a) Compiling a legislative horizon scanning document covering all eight Governments covered by ADCH members. b) Regularly review and submit this document and its impact on ADCH and its members and take appropriate action such as responses and proactive engagement.
Responsibilities	<p>The Committee's remit covers the following principal areas:</p> <ul style="list-style-type: none"> ● To review legislative opportunities and threats in the eight Government jurisdictions covered by ADCH (England, Scotland, Wales, Ireland, Northern Ireland, Jersey, Guernsey and Isle of Man) and assess any implications for ADCH from the EU. ● To compile and regularly review a horizon scanning document for ADCH Board of Trustees showing impact of any legislation and opportunities and threats on ADCH and its members and recommend actions. ● To assess any trends from the ADCH Annual Return on the legislative framework in each of the jurisdictions covered by ADCH. ● To recommend and oversee any response from ADCH on legislative developments or calls for new legislation. ● To ensure that ADCH members are kept aware of legislative developments affecting them, including advice on compliance where relevant, between Open Meetings. ● To respond on behalf of ADCH to Government consultations and other means of feeding in information ● To respond to the media on any issue relevant to legislation on behalf of ADCH ● To establish and keep under review the ADCH's risk framework and risk register in relation to the Legislative Committee's areas of work, triggering actions where needed. ● Governance - To ensure that relevant rules and guidance from the Charity Commission and sector good practice is followed.
Membership	<p>Membership of the Committee shall be appointed by the Board of Trustees and comprises:</p> <ul style="list-style-type: none"> ● A Chair, appointed by Trustees (who should also be a Trustee) ● There shall be a minimum of two Trustees on the Committee ● A minimum of two other individuals who bring relevant expertise. <p>At the discretion of the Chair other individuals may be invited to attend all or part of any meeting as and when appropriate as observers. In such circumstances:</p> <ol style="list-style-type: none"> a) The observer may participate in discussions but shall not hold any voting rights.

	<p>b) Where an observer has been sent in place of a committee member, this shall not count towards the attendance record of the committee member.</p> <p>c) Observers attending a meeting shall be noted in the minutes as being in attendance.</p> <p>Staff in attendance:</p> <ul style="list-style-type: none"> ● Executive Director ● Standards and Operations Officer <p>The Committee must include at least one Trustee present at each meeting. Any Trustee present shall have the right to require a decision to be referred up to the Board of Trustees.</p> <p>The members of the Committee are expected to make every effort to attend all its meetings with the expectation that members will attend at least 80% of planned meetings in any one year. An attendance record shall be maintained and periodically reviewed by the Committee Chair. Where the adequate level of attendance is not achieved the Chair should review the continuance of membership of the individual concerned and make a recommendation to the Board of Trustees, where appropriate, for their replacement</p>
Quorum	Quorum will be a minimum of three members to include one Trustee.
Meetings	<p><i>Committees shall meet (in person or virtually) on a minimum of once in each quarter and at other times as agreed by the Committee.</i></p> <p><i>Meeting dates shall be set at least 10 working days prior to meetings and agendas shall be issued at least 5 working days in advance of meetings.</i></p> <p>All decisions will be by a simple majority of those present. In the case of an even vote, the Chair will have a casting vote.</p> <p>Committee Members will need to maintain confidentiality in respect of any matters where this is so required.</p>
Reporting	<p>Minutes are to be kept by the ADCH staff team and issued within 2 weeks of each meeting.</p> <p>The Committee shall provide written minutes to the Trustees of their activities and, in particular, the exercise of delegated powers.</p> <p>An action log will be maintained that will identify individuals and appropriate timelines for specific tasks, progress against which will be actively monitored at subsequent meetings.</p>
Planning	A horizon scanning document based on legislative opportunities and threats will be maintained by the Sub-Committee so as to provide clarity and assurance over anticipated future activities.
Assurance Arrangements	<p>Committees will evaluate their own performance at least annually to provide assurance to the Board that it continues to operate effectively.</p> <p>The Chair will report to the Board annually on the effectiveness of the Committee and on any proposals for changes to the membership (which can be proposed at other times).</p>
Review	These Terms of Reference will be reviewed every two years. When conducting the review, the committee shall consider the organisation's Standing Orders as part of the process. Any changes deemed necessary will be recommended to the Board for approval.

Version History

Version	Changes Made / Approved by	Date	Made by
V1	Composed Approved by The Board of Trustees	25/03/2025	Legislative Committee